

WEEKLY ADMINISTRATIVE REPORT		FOR WEEK ENDING			
		NAME			
LEAVE AND ACTIVITY		DATE	NO. OF HOURS		
1.	ANNUAL LEAVE				
2.	SICK LEAVE				
3.	HOLIDAY LEAVE				
4.	ADMINISTRATIVE INTERRUPTIONS				
5.	OFFICE MEETINGS				
6.	CONSULTATIONS				
7.	APPOINTMENTS OUTSIDE OFFICE				
8.	SPECIAL PROJECTS				
<input checked="" type="checkbox"/> SPECIAL TRANSLATION <input type="checkbox"/> RESEARCH <input type="checkbox"/> MARKING MICROFILM FOR REPRODUCTION <input type="checkbox"/> FOREIGN LANGUAGE TYPING <input type="checkbox"/> COMPOSITION <input type="checkbox"/> OTHER					
9.	REMARKS				